

## Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

### GRANT ACCOUNTING COMPLIANCE SPECIALIST

#### **Required Qualifications:**

- A.A. Degree in Accounting\*
- Minimum of four (4) years of similar accounting experience\*
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting and auditing procedures
- Problem solving skills and initiative

\* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

#### **Performance Responsibilities:**

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants, ~~and Race to the Top~~, SEDNET, Title IV, Title IX
- Code all federal and state budgets and project numbers
- Review and approve all federal requisitions
- Set up new vendors
- ~~Responsible for preparation of~~ Prepare annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to insure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue and process monthly FA 399's
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects and complete annual indirect cost application
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE

- ~~Track and prepare invoices for any federal, state, or local any projects for reimbursement as required by contract or agreement~~
- ~~Assist with preparation of annual budget for Federal and State Grants~~
- ~~Review database of vendors for annual 1099 preparation~~ Analyze and prepare annual 1099's
- Prepare and submit quarterly Medicaid administrative claiming reports to the Agency for Health Care Administration (AHCA)
- Prepare quarterly health insurance reconciliation for federal funds
- Prepare annual report for federal utility expenditures
- Prepare quarterly Lottery Reports on School Board Agenda
- ~~Prepare payroll and other corresponding forms~~ Provide financial assistance relative to distributing expenditures to various funds, split coding positions, budget transfers, and reclassification of expenditures
- Assist with policy and implementation of compliance with federal and state regulations regarding proper use and coding of funds
- Assist with federal and state audits
- ~~Maintain confidentiality~~
- ~~Respond to inquiries and concerns in a timely manner~~
- Perform other duties as assigned by the Director of Finance  [& Purchasing](#) and/or designee

### **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

### **Reports to:**

Reports directly to the Director of Finance  [& Purchasing](#) and/or designee

### **Evaluation:**

Annual evaluation done by the Director of Finance  [& Purchasing](#) and/or designee

### **Terms of Employment:**

12-month employment

### **Salary:**

Salary based upon approved salary schedule - Confidential Level L

### **Job Code:**

75030

Board Approved: 08/18/98

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015